



TIER TWO: *Design*

conceptualization

- Collaborate with couple to understand their vision, theme, and preferences.
- Develop a design concept for the overall look and feel of the event.

Tables + florals

- Design tablescapes for dinner/banquet tables, cocktail tables, buffet, bar, guestbook table, gifts and cards table, etc.
- Create and arrange centerpieces and all other florals anywhere needed (i.e. ceremony arrangements, arch florals, etc.)

design + decor

- Assist couple in selecting design/decor elements such as lighting, furniture, etc.
- Style and arrange all design/decor elements so that couple's vision is achieved.

budget management

- Work with couple to establish and manage a budget detailing what they are able to spend on each vendor/event element.
- Offer cost-effective yet impactful options that don't compromise the overall vision.

venue transformation

- Provide digital mockups so couple can see what everything will look like when all design elements are brought together.
- Ensure that colors are integrated seamlessly throughout the event space.

collaboration w/ vendors

- Attend vendor meetings and assist couple in selecting vendors that are the best fit for them.
- Work closely with all vendors leading up to the event. (i.e. designing arrangements with the florist, creating a dinner menu with the caterer, setting up a cake tasting with the baker, vetting photographers/videographers and providing them with a list of must-have shots, etc.)

guest list management

- Manage the guest list, from initial creation to final RSVP tracking.
- Book hotel room blocks for out-of-town guests.

seating arrangements

- Plan and arrange seating chart based on guest relationships, preferences, and event dynamics.
- Coordinate with venue to ensure that table assignments and setup coincide with venue logistics.

customization + contingencies

- Recommend and oversee the creation of personalized details such as monograms, placecards, favors, signage, and custom decor items.
- Develop contingency plans for unexpected situations, ensuring a smooth event even in the face of unforeseen circumstances.

TOTAL: \$2,500



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